

From: Nielson, Matt
Sent: Thursday, November 05, 2015 1:45 PM
To: Berlin, Steve
Cc: Nielson, Matt
Subject: Follow Up - Houston Arts Alliance, July 13-15

Steve,

Please see attached for this conference. I am tardy with the follow up.

Thanks,

Matt Nielson



Houston Arts Alliance Itinerary - Matt Nielson – July 13-15, 2015

Monday, July 13, 2015

Work 7am-3pm at CCC/DCASE office

555p-830p: Southwest #2501, MDW-HOU, Confirmation #HB8432

Panel where MJN was selected to participate on behalf of DCASE to speak at a Houston Arts Alliance convening of how local arts communities organize:

Tuesday, July 14, 2015

800a-1130a: Work from hotel (Modern B&B), emails, etc.

1230p-130p: Panel Luncheon at The Hobby Center for the Performing Arts, 800 Bagby Street, along with program/reception through 500p

130p-230p: Panel set up

230p-400p: Panel Program

400p-500p: Public Reception

600p-800p: Panelist dinner at Americas Restaurant, 2040 W Gray, Houston

Wednesday, July 15, 2015

900a-1125a: Southwest #3, HOU-MDW

Return to CCC/DCASE office for work for remainder of day.

Date changed (31)

Nielson, Matt

From: June O'Neill <june@haatx.com>
Sent: Thursday, June 18, 2015 4:43 PM
To: Michael Killoren; Nielson, Matt; Olga Garay-English; Jody Ulich
Cc: Jonathon Glus
Subject: NEW DATE panel meeting

Hello all,

The new date for the panel meeting is July 14, 2015. All the details are the same, with the exception that we will be welcoming Olga Garay-English as a panelist (Danielle will not be able to join us).

Matt and Jodi, you can still use your travel voucher even if you already booked the flight. Just call Southwest and change the dates.

The format for the event is the same; same times, same location. And I will get some more detailed information about the panel conversation to you next week.

Please mark your calendars,

Thanks, June

June Washikita O'Neill | Manager, Special Projects
Houston Arts Alliance | 3201 Allen Parkway, Suite 250 | Houston, TX 77019-1800 | t 713.527.9330 ext 127
| f 713.630.5210 | june@haatx.com
www.houstonartsalliance.com | www.artshound.com | www.power2give.org | www.publicarthouston.org

3.2

HAA » Public Engagement » A National Conversation

A NATIONAL CONVERSATION

How Local Arts Communities Organize



Tuesday, July 14, 2015

2:30 – 4 p.m., Panel

4 – 5 p.m., Reception

Founders Club, The Hobby Center for the Performing Arts, 800 Bagby Street

America's cities organize themselves in a variety of ways to support and advance the arts, culture and creative sectors. Often called the arts ecosystem, the local field will include nonprofit arts/cultural organizations, individual artists, cultural tourism programs, preservation conservancies, community and educational institutions, advocacy organizations, arts education initiatives, professional associations such as art dealers and artist unions and various forms of discipline-specific service organizations. These systems grow organically, and often in tandem with Local Arts Agencies (LAA/LAAs). These cultural intermediaries, LAAs, are created in various structures and have varying roles in their respective cities, shaped to the needs of their community.

As Houston's designated local arts agency, HAA is hosting this round-table discussion for an in-depth conversation on how other American cities organize themselves through the arts, the form and function of their LAA models, and trends across the country. HAA President + CEO Jonathon Glus will moderate.

Panelists:

Danielle Brazell – General Manager, City of Los Angeles Department of Cultural Affairs

Michael Killoren – Local Arts Agencies & Challenge America Director, National Endowment for the Arts

Matthew J. Nielson – Deputy Commissioner, City of Chicago Department of Cultural Affairs and Special Events - Cultural Planning and Operations Division

Jodi Ulich – Director of Convention & Cultural Services, City of Sacramento

A brief question & answer period to follow.

[REGISTER](#)

Free of charge and open to the public.

LOCAL ARTS AGENCY: A DEFINITION FROM THE NATIONAL ENDOWMENT FOR THE ARTS

LOCAL ARTS AGENCY: A DEFINITION FROM AMERICANS FOR THE ARTS

ABOUT DANIELLE BRAZELL

ABOUT MICHAEL KILLOREN

ABOUT MATTHEW J. NIELSON

ABOUT JODI ULICH

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PLEASE JOIN HOUSTON ARTS ALLIANCE AND

HOST FABENE WELCH

FOR AN

INTIMATE DINNER

FOLLOWING THE NATIONAL CONVERSATION ON HOW LOCAL
ARTS COMMUNITIES ORGANIZE

TUESDAY JULY 14TH

6:00 P.M.

CONTINUE THE CONVERSATION WITH PANELISTS

OLGA GARAY, MICHAEL KILLOREN, MATTHEW J. NIELSON + JODY ULICH

AMERICAS - LA CORAZON ROOM

2040 WEST GRAY

RSVP

4

Nielson, Matt

From: Berlin, Steve
Sent: Thursday, June 25, 2015 5:24 PM
To: Nielson, Matt
Cc: Lorick, Lisa
Subject: RE: Request to attend conference on behalf of Commissioner Boone (Revised Dates)

My advice is the same, Matt!

Steve

Steven I. Berlin
Executive Director
City of Chicago Board of Ethics
740 N. Sedgwick, Suite 500
Chicago, IL 60654
direct: 312-742-8152
fax: 312-744-2793
sberlin@cityofchicago.org

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From: Nielson, Matt
Sent: Thursday, June 25, 2015 5:03 PM
To: Berlin, Steve
Cc: Nielson, Matt; Lorick, Lisa
Subject: RE: Request to attend conference on behalf of Commissioner Boone (Revised Dates)

Steve,

Good evening. Because the dates have changed from June 24-26, to July 13-15...I need to recirculate for your review and recommendation, as per below.

As always, thank you for your assistance!

Matt

From: Berlin, Steve
Sent: Wednesday, May 27, 2015 9:44 AM
To: Nielson, Matt
Subject: RE: Request to attend conference on behalf of Commissioner Boone

From our standpoint, Matt, this request conforms with the requirements of the Ethics Ordinance and is approved, with the standard conditions: (i) you may accept only reasonable travel expenses, including registration fees, air, ground, hotel and included meals, but no honoraria or gifts on top of travel expenses; and (ii) within 10 days of the seminar's



Your Flight for Monday, July 13, 2015

This is your confirmation and itinerary.

JUL 13
MON 07/13/15 - Houston

AIR

Chicago (Midway), IL - MDW to Houston (Hobby), TX - HOU
07/13/2015 - 07/15/2015

Confirmation #
HB8432

Passenger(s) MATTHEW NIELSON	Rapid Rewards # Add Rapid Rewards Number	Additional Info
--	--	------------------------

Travel Date	Flight Segments		Flight Summary
JUL 13 MON	05:55 PM	Depart Chicago (Midway), IL (MDW) on Southwest Airlines	Monday, July 13, 2015 Travel Time 2 h 35 m (Nonstop)
	08:30 PM	Arrive in Houston (Hobby), TX (HOU)	
JUL 15 WED	09:00 AM	Depart Houston (Hobby), TX (HOU) on Southwest Airlines	Wednesday, July 15, 2015 Travel Time 2 h 25 m (Nonstop)
	11:25 AM	Arrive in Chicago (Midway), IL (MDW)	

What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

SOUTHWEST AIRLINES
ISSUED BY AND VALID ONLY ON
 LOST OR STOLEN TICKETS CANNOT BE REPLACED

COMPLIMENTARY MUST RIDE PASS (NRMR)
SUBJECT TO CONDITIONS OF CONTRACT ON REVERSE SIDE
FLIGHT COUPON

SOUTHWEST AIRLINES
ISSUED BY AND VALID ONLY ON

FLIGHT COUPON OF 1
 TOUR CODE 00949523
 DATE OF ISSUE 03/01/14
 PLACE OF ISSUE HUU01A
 NAME OF PASSENGER (PRINT) _____
 PASSSENGER NAME _____
 MAKE OF PASSENGER _____
 CLASS DATE CLASS DATE
 FROM OPEN TO OPEN
 CARRIER WN
 FARE BASIS/TICKET DESIGNATOR NRMR
 ISSUED IN EXCHANGE FOR _____
 TRANSFERABLE _____

NAME OF PASSENGER
 CHRITY421156
 MINSBARY

ISSUING AGENT TO
 AUTOFEE00PNPNWN Y
 XOPNPNWN Y
 OOPNPNWN Y
 XOPNPNWN Y

ENDORSEMENTS/RESTRICTIONS
 NOT FOR RESALE/NO CASH VALUE - 547563-1
 FP CENTRAL TICKETING FC
 VOID IF DETACHED FROM PASSENGER RECEIPT
 ISSUING DEPT: 39810/Chunty Aff LegisCom

Houston Arts Alliance
 NRMR-MUST RIDE

VALID
 06/01/14-10/31/15

FARE TAX TAX TOTAL
 STOCK CONTROL NO. TX 506 00086494715
 NO VALUE

CPN 1 526 2397611659 2
 DOCUMENT NUMBER CK

CHECK-IN REQUIRED
 I 526 2397611659 2

DO NOT MARK OR WRITE IN THE WHITE AREA ABOVE

5.1

Nielson, Matt



From: June O'Neill <june@haatx.com>
Sent: Wednesday, July 01, 2015 3:27 PM
To: Nielson, Matt
Subject: FW: Reservation - Modern Bed and Breakfast - Arriving July 13, 2015
Attachments: W-9 Form.pdf

Hi Matt,

Let me know if this will suffice for your hotel information.

Also, would you fill out the attached W-9 and return to me.

June

June Washikita O'Neill | Manager, Special Projects Houston Arts Alliance | 3201 Allen Parkway, Suite 250 | Houston, TX 77019-1800 | t 713.527.9330 ext 127 | f 713.630.5210 | june@haatx.com
www.houstonartsalliance.com | www.artshound.com | www.power2give.org | www.publicarthouston.org

-----Original Message-----

From: reservations@webervations.com [<mailto:reservations@webervations.com>]
Sent: Friday, June 19, 2015 2:25 PM
To: June O'Neill
Subject: Reservation - Modern Bed and Breakfast - Arriving July 13, 2015

Matt Nielson ,

Thank you for booking with Modern Bed & Breakfast. We have you booked in the Timber room. Arriving on 7-13-2015 for 2 nights.

The charges for your stay will be 277.50. We arrived at this total by adding 27.50 for Houston's 11% hotel tax to your room rates.

7/13-125, 7/14-125

We restrict check-in times from 3pm to 8pm. We charge a \$20 fee for check-ins outside of these hours. If your plane gets in earlier of course you can drop your bags with us until your room is ready with no fee.

We do not charge extra for parking, breakfast, or WIFI; these amenities are included in your room rate.

Please keep our phone number (832)279-6367 with you so you can call us if you have any questions or need clarification on anything at all.

You will receive an email from us with further check in information before your stay.

Expense Form

Period End Date: 07/15/15

Name	Matt Nielson			Department/Office:	
Conf Name	HAA: National Conversation on LAA's			Program:	
Purpose of Trip		City Visited: Houston, TX (travel from Chicago)			
To participate in HAA's "A National Conversation: How Local Arts Communities Organize"		Per Diem Rate:	Full Day	Partial Day	

	07/09/15	07/10/15	07/11/15	07/12/15	07/13/15	07/14/15	07/15/15	TOTAL
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Daily Per Diem					0.00	0.00	0.00	\$0.00
Miles Driven:	0	0	0	0	0	0	0	0
\$ 0.555	-	-	-	-	-	-	-	\$0.00

Current Rate set to IRS Published Standard Mileage Rate. Please adjust rate if you have an auto allowance.

Out of Pocket Expenses	07/09/15	07/10/15	07/11/15	07/12/15	07/13/15	07/14/15	07/15/15	TOTAL
Air / Rail								\$0.00
Bus/Taxi/Limo					0.00	45.00	43.91	\$88.91
Car Rental / Gas								\$0.00
Entertainment (pre-approval required)						0.00		\$0.00
Lodging						0.00	0.00	\$0.00
Parking / Tolls								\$0.00
Miscellaneous					18.93		15.42	\$34.35
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$18.93	\$45.00	\$59.33	\$123.26

Charged to Company	07/09/15	07/10/15	07/11/15	07/12/15	07/13/15	07/14/15	07/15/15	TOTAL
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Air Fare					SW voucher	SW voucher	SW voucher	0.00
Car Rental								\$0.00
Shuttle								\$0.00
Hotel					paid by HAA	paid by HAA	paid by HAA	\$0.00
Registration								\$0.00
Parking								\$0.00
Miscellaneous					paid by HAA	paid by HAA	paid by HAA	\$0.00
								\$0.00
						0.00		\$0.00
TOTAL CHARGED	\$0.00							

Please give a detailed description of

miscellaneous charges: Food at MDW airport (long wait), and wifi charge on flight to HOU

Food at HOU airport, and wifi charge on flight to MDW

For detailed instructions on how to fill this form out, please see: [Travel Forms Guide.docx](#)

1. You will need to attach all copies of chargeforms/receipts & enter in appropriate rows.
2. Fill out all charges made to the company with the company credit card and any expenses incurred out of pocket.
3. The Total Statement is self calculating as you enter amounts.
4. This form is to be turned in no later than 2 weeks after last day of travel.
5. All chargeforms and receipts need to be turned in before any reimbursements.
6. All reimbursements and charges are subject to approval and should adhere to the company's policies and procedures.

TOTAL EXPENSES	\$123.26
Per Diem (paid prior to trip)	\$0.00
AMOUNT DUE	\$123.26
TRIP TTL COST	\$123.26

I hereby certify that the above EXPENSES were incurred in connection with HAA business.

Employee Signature  Date 7/16/2015

I hereby certify that the above EXPENSES were incurred in connection with HAA business.

Supervisor Signature

Date

CEO Signature

Date

Peet's Coffee &
Houston Hobby Ai
7800 Airport B
Houston, TX 7
972-973-878

*HOU
misc
Wed 7/15*

Miller's Pub
Chicago's Midway Airport
Thank You & Enjoy your Flight!
7/13/2015 17:50

*HOU
misc
Mon
7/13*

Server: Melissa 07/15/2015
07:48 AM 07/15/2015
MATT/1 2/20095

SALE

VISA 2097245
Card #XXXXXXXXXXXX3009
Magnetic card present: NIE MATTHEW J
Card Entry Method: S

Approval: 035408
Retrieval: 000000186413779

Amount \$ 7.42

I agree to pay th
total amount accordi
card issuer agre

X

For Customer Com
Please Visit U
www.Peets.co
713-847-733

Miller's Pub
Check: 7124723
Server: Jeniy
Terminal: 712

Regular
1 Cod Sandwich 9.89
Subtotal 9.89
Tax 1.04
Total 10.93

Cash 11.00
Change 0.07

GRAND TOTAL 10.93

1712 C4293 7/13/2015 17:50

Questions or Comments?
Please Call
(773) 582-4450

Yellow Cab Fare Receipt



Date 7/14/15 - 1250 AM

Received of Matth Nelson

The Sum of \$ 45.00 cash (cc machine inoperable)

Pick up location Hobby

Destination location 1003 Hazard

Yellow Cab # 274 Driver ? Not a good driver!



Matt Nielson <mnielson62@gmail.com>

Southwest Airlines WiFi Hotspot Receipt

2 messages

SouthwestAirlines@wifi.southwest.com <SouthwestAirlines@wifi.southwest.com>
To: Mnielson62@gmail.com

Mon, Jul 13, 2015 at 10:23 PM



Thank you for purchasing inflight WiFi on your recent Southwest Airlines flight! We hope you enjoyed using the service, and we look forward to welcoming you onboard again soon!

Purchased: WiFi

Customer: Matthew Nielson

Date: 7/13/2015 10:21 PM (Central)

Flight Number: WN2501

Origin: Chicago (MDW)

Destination: Houston (HOU)

Amount: \$8.00

Payment Type: VISA ending in 3009

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Dallas, TX 75201
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Matt Nielson <mnielson62@gmail.com>

Your Wednesday morning trip with Uber

2 messages

Uber Receipts <receipts.houston@uber.com>
To: mnielson62@gmail.com

Wed, Jul 15, 2015 at 7:23 AM

U B E R

JULY 15, 2015

\$43.91

Thanks for choosing Uber, Matt



FARE BREAKDOWN

Base Fare	4.00
Distance	32.19
Time	6.72
Subtotal	\$42.91
Safe Rides Fee (?)	1.00

CHARGED

Personal **** 3009

\$43.91

- 07:00am
4000-4012 Hazard Street, Houston, TX
- 07:22am
William P. Hobby Airport (HOU), Hobby Airport Loop, Houston, TX

CAR	MILES	TRIP TIME
uberSELECT	14.31	00:22:24



You rode with Belay
Issued on behalf of I Hope Limousine Services

RATE YOUR DRIVER



Matt Nielson <mnielson62@gmail.com>

Southwest Airlines WiFi Hotspot Receipt

2 messages

SouthwestAirlines@wifi.southwest.com <SouthwestAirlines@wifi.southwest.com>
To: Mnielson62@gmail.com

Wed, Jul 15, 2015 at 9:35 AM



Thank you for purchasing inflight WiFi on your recent Southwest Airlines flight! We hope you enjoyed using the service, and we look forward to welcoming you onboard again soon!

Purchased: WiFi

Customer: Matthew Nielson

Date: 7/15/2015 9:31 AM (Central)

Flight Number: WN3

Origin: Houston (HOU)

Destination: Chicago (MDW)

Amount: \$8.00

Payment Type: VISA ending in 3009

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